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Executive Registry
75-8727

2 OCT 1975

MEMORANDUM FOR: Chief, Audit Staff

VIA : Executive Secretary

SUBJECT : Financial Guidance for FY 1976

REFERENCE : Memo for Ex Sec fr DCI, dtd 15 Aug 75; Subj: Financial Guidance for 1976, the Transition Quarter, and 1977

1. We have received our funding and manpower allotment level for FY 1976. With careful management and some restraint, this should be adequate to carry out all essential activities of your office.

2. The Director has issued explicit instructions concerning controls which must be exercised by the Executive Secretary in the expenditure of these resources (reference - Attachment 1). AO/DCI has been delegated the authority to assure administration of the budget in accordance with the Director's instructions.

3. Since roughly 90% of our funding requirements are for salaries and related personal services payments which may not be reprogrammed to other uses, "flexibility" lies essentially in funds budgeted for travel, machine rentals, training, contracts, etc. In order to assist each of us in planning the use of available funds, I am issuing a brief summary financial status report (Attachment 2) of the funds obligated to date by your office and the monies you have been programmed for these purposes ninety days in the future. Updated reports will be provided on a monthly basis throughout the fiscal year. If the level earmarked for your office during the 90-day period is known to be either in excess of your needs or insufficient to meet firm requirements, please advise me promptly so adjustments can be made. In this way I believe the DCI Area can make the most of its available, albeit somewhat limited resources.

EXECUTIVE REGISTRY FILE F-20

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4. There are several points which should be kept in mind throughout the year:

a. Part-time employees (30 hours or less per week) are not charged to ceiling but are paid from personal services monies budgeted for full-time personnel. No additional money is allocated for payment of part-time employees. Part-time employment levels are controlled solely by the availability of funds. Consequently, if personal services funds should become scarce some cutback in part-time employment may be required. This however is not foreseen at this time.

b. Travel costs continue to escalate. OMB guidance cautioning restraint in approval of official travel is consistent with funding available for this purpose this year.

c. The Director has established certain procedures governing approval of the initiation of programs and projects not dealt with specifically in the program/budget approval process. These include reprogrammings

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[redacted]

d. The Director further enjoins all offices to give particular attention to providing assignment opportunities in the DCI Area for qualified junior professionals, to the separation of lowest quality performers and to the employment of members of minority groups at upper professional levels.

5. Our financial position in FY 1976 is sound. However, funds are not inexhaustible. With advance planning, the availability of funds for necessary expenditures can be assured.

[redacted]

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Administrative Officer, DCI

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Attachments:
1. Reference
2. Financial Status Report

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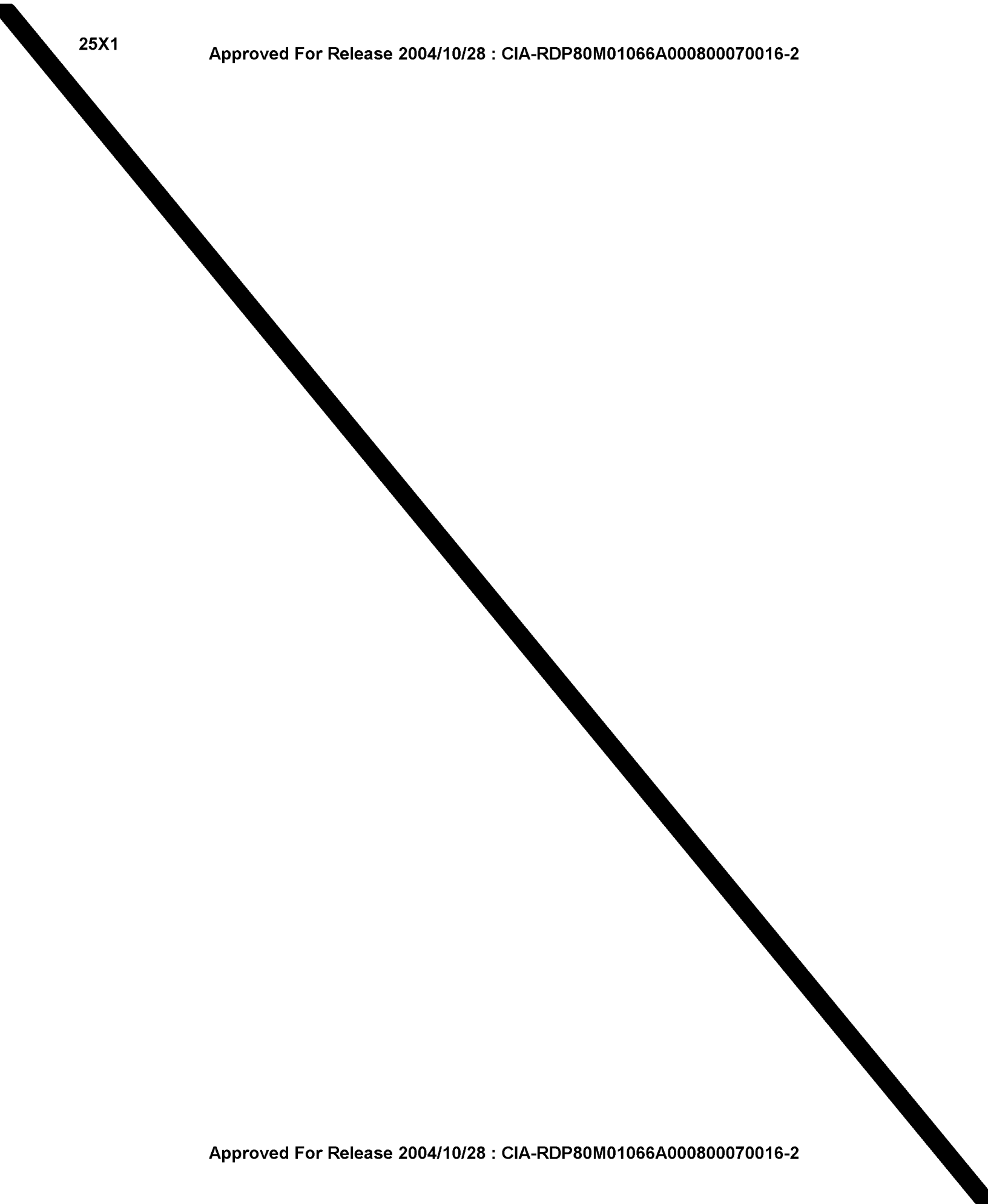

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